

**Position Description**

June 1, 2017

This description provides specific responsibilities of the President of Sarasota/ Manatee NOW and is written in association with the [Board Member of Sarasota/Manatee NOW, Position Description](#).

**Purpose of Board Position**

The Sarasota/Manatee NOW Board provides leadership to the general membership in alignment with the mission and vision of national and state NOW.

**Known Key Relationships**

- Sarasota/Manatee Board Members
- Florida NOW Board
- Sarasota/Manatee Members
- Local Community Leaders in alignment with the NOW mission

**Responsibilities – Associated Tasks**

These responsibilities are specific for this position and required. However, assistance may be provided from other board members or general members.

1. Be the principal spokesperson and administrator of the Chapter, recognizing that formal political statements are the purview of the State and National Presidents.
  - a. Provide response to requests for information from National and State NOW.
  - b. Interact with other Florida NOW chapters.
  - c. Request input from other NOW organizations to enhance effectiveness of Sarasota/Manatee NOW.
  - d. Promote Sarasota/Manatee NOW programs and events to local communication organizations.
2. Provide oversight of the day-to-day affairs of the Chapter in time between meetings.
3. Prepare agendas for and preside over all Board and Chapter meetings.
4. Approve all disbursements from funds of Sarasota/Manatee NOW before such disbursements are made by the Treasurer and shall be authorized to sign checks.
5. Oversee the scheduling of board and general meetings, special board meetings.
6. Attend National and State meetings and conferences.

**Skills**

- Group Facilitation
- Public Speaking
- Group Management
- Team Building Skills
- Working Knowledge of Robert's Rules of Order
- Networking
- Scheduling